

**Individual Development Plan for** DOE Employee **from**  
**10/01/2012 to 09/30/2013**

<b>Name:</b>	<span style="border: 1px solid black; padding: 2px;">DOE Employee</span>	<b>Title/Position:</b> PROGRAM ANALYST		
<b>Organizational Unit:</b> 3H26000000-LEARNING & DEVELOPMENT		<b>Grade/Step:</b> 14/07	<b>Work Phone:</b> 202-586-9999	<b>Employee ID:</b> <span style="border: 1px solid black; padding: 2px;">12345</span>
This IDP was signed on 04/30/2013 by J. Ms. Supervisor				

Reason	Activity	Description	Training Cost	Travel Cost	Total Cost	Hours	Start Date / Target Date
<b>Short Range Goal 1: To become a Strategic Expert</b>							
Development	Continuing Education	<b>Course name:</b> Attend association event <b>Description:</b> Attend at least 2 Metro DC ASTD Dinner Programs	0	0	0	0	TBD / TBD
Development	Continuing Education	<b>Course name:</b> Attend industry assoc. event <b>Description:</b> Attend at least 2 ISPI-Potomac Chapter Dinner Programs (attended Level II Practical Exercise Development, 2/12)	0	0	0	0	TBD / TBD
Job-Specific	Continuing Education	<b>Course name:</b> Read technical publications <b>Description:</b> Read T&D Magazine, CLO Magazine, and Talent Management Magazine to keep abreast of industry information, new concepts, etc.	0	0	0	0	TBD / TBD
Job-Specific	Other	<b>Course name:</b> Participate on cross-agency project <b>Description:</b> Serve as HRU Ambassador	0	0	0	0	TBD / TBD
Job-Specific	Continuing Education	<b>Course name:</b> Attend a webinar <b>Description:</b> Leading Change in a Fast-Paced and Technological Workforce	0	0	0	0	TBD / 02/15/2013
Job-Specific	Continuing Education	<b>Course name:</b> Attend a webinar <b>Description:</b> Smarter, Leaner Training	0	0	0	0	TBD / TBD
Job-Specific	Continuing Education	<b>Course name:</b> Attend a webinar <b>Description:</b> Align, Assimilate, Apply: Learning that Changes Behavior	0	0	0	0	TBD / 02/21/2013
Job-Specific	Continuing Education	<b>Course name:</b> Attend a webinar <b>Description:</b> How to Design and	0	0	0	0	TBD /

		Deliver for Reinforcement and Retention					03/06/2013
Job-Specific	Continuing Education	<b>Course name:</b> Attend a webinar <b>Description:</b> Hello Mr. President: How to Present Learning Initiatives to the C-Suite	0	0	0	0	TBD / 02/20/2013
Job-Specific	Prof Development	<b>Course name:</b> Attend training/course <b>Description:</b> Trustworthy Customer Service	0	0	0	0	03/07/2013 03/08/2013
Development	Prof Development	<b>Course name:</b> Attend conference <b>Description:</b> ASTD Government Innovations Conference	0	0	0	0	TBD / 10/24/2012
Job-Specific	Continuing Education	<b>Course name:</b> Attend a conference <b>Description:</b> ASTD Government Expert Training Forum: Becoming a Champion of Change	0	0	0	0	TBD / 11/28/2012
Job-Specific	Continuing Education	<b>Course name:</b> Attend a conference <b>Description:</b> ASTD Government Expert Training Forum: 3 Strategies for Effective Government Leadership Programs	0	0	0	0	TBD / 02/26/2013
Job-Specific	Continuing Education	<b>Course name:</b> Attend industry forum <b>Description:</b> Federal Strategies Workshop: Smarter Leaner Training	0	0	0	0	TBD / 04/09/2013
<b>Short Range Goal 2: To enhance workforce planning competency</b>							
Development	Continuing Education	<b>Course name:</b> Attend training/course <b>Description:</b> Organizational Analysis from Stanford University--Coursera, starts TBD	0	0	0	0	TBD / TBD
<b>Short Range Goal 3: To increase my knowledge and skills in evaluating learning impact and analytics</b>							
Job-Specific	Other	<b>Course name:</b> Lead a project team <b>Description:</b> Lead the Training Program Evaluation Project Team	0	0	0	0	TBD / TBD
Job-Specific	Continuing Education	<b>Course name:</b> Attend training/course <b>Description:</b> Statistics: Making Sense of Data by University of Toronto--Coursera	0	0	0	0	04/01/2013 TBD
Job-Specific	Continuing Education	<b>Course name:</b> Attend webinar <b>Description:</b> Aligning Outcomes on 3 Levels: Program, Course, Lesson	0	0	0	0	TBD / 03/12/2013
Job-Specific	Continuing	<b>Course name:</b> Attend webinar	0	0	0	0	TBD /

	Education	<b>Description:</b> Learning Metrics: Speaking the Language of Business					01/31/2013
Job-Specific	Continuing Education	<b>Course name:</b> Attend webinar <b>Description:</b> Big Data in HR: Building a Competitive Talent Analytics Function-The Four Stages of Maturity	0	0	0	0	TBD / 03/14/2013
Job-Specific	Continuing Education	<b>Course name:</b> Attend conference <b>Description:</b> IBM Government Analytics Conference	0	0	0	0	TBD / 04/10/2013
Development	Self-Study	<b>Course name:</b> Read book <b>Description:</b> Read Government Analytics for Dummies	0	0	0	0	TBD / TBD
<b>Long Range Goal 1: To increase my influence as a learning and development thought leader</b>							
Development	Prof Development	<b>Course name:</b> Speak at Technical Conf <b>Description:</b> Present at Bowie State University Spring Symposium	0	0	0	0	03/12/2013 03/12/2013
Development	Prof Development	<b>Course name:</b> Present at Technical Meeting <b>Description:</b> Facilitate ISPI-Potomac Chapter March Dinner Program (The Power of Mentoring)	0	0	0	0	03/09/2013 03/09/2013
Development	Prof Development	<b>Course name:</b> Write technical papers <b>Description:</b> Write ASTD Blog Series (Keep Learning Even with Tight Budgets)	0	0	0	0	03/26/2013 TBD
Development	Prof Development	<b>Course name:</b> Write technical papers <b>Description:</b> Write another T&D Magazine article	0	0	0	0	03/29/2013 TBD
Development	Prof Development	<b>Course name:</b> Write technical papers <b>Description:</b> Write an article for ASTD Public Manager	0	0	0	0	03/29/2013 TBD
Job-Specific	Other	<b>Course name:</b> Present concept to Agency <b>Description:</b> Present at the April PowerHouR (Keep Learning Even with Tight Budgets)	0	0	0	0	03/29/2013 TBD
Job-Specific	Other	<b>Course name:</b> Present concept to Agency <b>Description:</b> Present Keep Learning Even with Tight Budgets to HC-14	0	0	0	0	TBD / 03/20/2013

Job-Specific	Other	<b>Course name:</b> Provide expert advice to HC/DOE <b>Description:</b> Provide informal mentoring to others in the L&D field	0	0	0	0	TBD / TBD
<b>Long Range Goal 2: To enhance leadership skills</b>							
Job-Specific	Other	<b>Course name:</b> Mentor others <b>Description:</b> Mentoring young L&D professionals	0	0	0	0	TBD / TBD
Development	Continuing Education	<b>Course name:</b> Attend a webinar <b>Description:</b> Mentoring and Coaching: Ways to Use Each Strategically in Your Organization	0	0	0	0	TBD / 02/27/2013
Development	Prof Development	<b>Course name:</b> Manage a project/program <b>Description:</b> Manage the Metro DC ASTD Mentoring Partnership Program	0	0	0	0	TBD / TBD
<b>Long Range Goal 3: Continue to focus on professional development</b>							
Development	Prof Development	<b>Course name:</b> Join an professional association <b>Description:</b> Renew Metro DC ASTD membership	0	0	0	0	TBD / 02/10/2013
Development	Prof Development	<b>Course name:</b> Join professional association <b>Description:</b> Join ISPI-Potomac Chapter	0	0	0	0	TBD / 03/01/2013
Development	Prof Development	<b>Course name:</b> Join professional association <b>Description:</b> Renew National ASTD Membership	0	0	0	0	TBD / TBD
Development	Prof Development	<b>Course name:</b> Attend networking events <b>Description:</b> Attend at least two Metro DC ASTD Networking events (attended February event)	0	0	0	0	TBD / TBD
Development	Prof Development	<b>Course name:</b> Join professional association <b>Description:</b> Join Toastmasters International	0	0	0	0	TBD / 02/01/2013

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